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100-75-035

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and
Technology
Chairman, Senior Executive Career
Service Panel

SUBJECT : Monitoring Agency Employees Detailed
to Other Government Agencies

1. On 19 October 1974 the Director asked the Deputy Director for Administration to assume responsibility for monitoring the details of Agency employees to other Government agencies.

2. In implementing this responsibility, the Office of Personnel acts as the DD/A's agent in preparing a monthly report, conducting liaison, and otherwise assists Agency offices in detailing our employees, when approved, to other Federal agencies. These arrangements have been handled somewhat informally in the past but fortunately with few problems. I believe it appropriate at this time to ensure that we tighten somewhat the arrangements to preclude the possibility of any flaps.

3. In all cases handled by the Office of Personnel we have found it advisable to make a current security, medical and personnel record check before assigning an individual to another Government organization. The reasons are obvious, and I ask your cooperation in letting us know the name of the person and the Government agency to which the person is being considered for detail in sufficient time to make the necessary record checks. The checks are usually accomplished in about 24 to 48 hours. We suggest that details not be

firmed up either with another agency or with a particular individual until we report back to you that there is no impediment to the detail. We believe that this will help to prevent possible embarrassment to the Agency as well as to the employees concerned.

4. Please clear your nominees with [REDACTED] of my staff, who can be reached on extension [REDACTED]. He will also be glad to provide any general guidance or assistance in getting those officers in your directorate who handle these matters in contact with any of our OP components that may be involved in transfers in and out of the Agency.

(Signed) F. W. M. Janney

F. W. M. Janney
Director of Personnel

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OD/Pers/ [REDACTED] :jmm (22 Jan 75)